

For this month's policy review, I have selected the Policy on *Personal use of Typewriters, Computers/Printers* from the Personnel Manual.

Current text: Section III

N. PERSONAL USE OF TYPEWRITERS, COMPUTER/PRINTERS

Employees may use a computer for personal use only when not scheduled for work and the computer is not needed by a scheduled employee. Staff may make up to ten (10) free personal copies per day, from either computer printers or copy machines. Employees are expected to pay .10 ¢ per page for all personal copies beyond this daily limit.

(revised: 1/2010)

RECOMMENDATION:

That language be inserted further defining "personal use" as anything not included in the employee's regular daily duties and/or anything the employee has been instructed to do on work time by their supervisor. Also, the removal of "typewriters".

Submitted by,



Evette M Atkin